

City of Chattanooga, TN
Personnel Class Specification

Class code 0158

FLSA: Exempt

CLASSIFICATION TITLE: PROGRAM COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to coordinate specialized departmental projects/activities through research, planning, implementation, and direction to assigned departmental staff.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; interviews candidates for employment and makes hiring recommendations.

Plans projects within the department, such as neighborhood conferences, quarterly neighborhood training workshops, anti-litter/illegal programs.

Coordinates work activities of department personnel in relation to projects/programs; directs/coordinates work activities of project staff/program; provides direction, guidance and assistance to employees; establishes work plans and organizes, prioritizes, and assigns work; monitors status of work, inspects completed work, and troubleshoots problem situations; coordinates volunteer activity within the department.

Coordinates activities of designated projects; assists with budget development for programs; develops long-range plans and short-term goals for programs; analyzes program effectiveness; prepares program reports for administrator; conducts related research and prepares reports and recommendations; coordinates the development of special groups and organizations.

Serves as a liaison between the Department and community agencies such as the Community Impact Fund, Chattanooga Neighborhood Enterprise committee for housing developments and homeless coalitions.

Compiles/monitors various statistical data; performs research; analyzes data and identifies trends; prepares reports and maintains records.

Prepares or completes various forms, reports, correspondence, newsletters, magazine articles, budget documents, financial reports, statistical reports, or other documents.

Receives various forms, reports, correspondence, statistical reports, budget reports, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, spreadsheet, database, desktop publishing, or other software programs.

Serves as staff representative on specialized committees; represents the administrator in absence of same; attends various meetings.

Responds to telephone calls and correspondence from the public; provides information, researches problems, and initiates problem resolution.

Consults with director, administrator, department managers, and other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.

Communicates with employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs general clerical tasks associated with work activities, which may include typing documents, copying documentation, routing/distribution documents, or answering telephone calls.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Management, Business Administration, Social Work, or closely related field; supplemented by three (3) years previous experience and/or training that includes program/project management or program coordination; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.